

National Aeronautics and  
Space Administration

**Lyndon B. Johnson Space Center**  
2101 NASA Parkway  
Houston, Texas 77058-3696



March 12, 2007

Reply to Attn of : BV-07-057

TO: Prospective Offerors

FROM: BV/Contracting Officer

SUBJECT: Request for Proposal (RFP) NNJ06162799R, Grounds Maintenance Services Contract

The National Aeronautics and Space Administration (NASA), Lyndon B. Johnson Space Center (JSC), is soliciting proposals for the Grounds Maintenance Services Contract. This effort will consist of maintenance and care of lawn, trees, landscaped areas, ponds and turf irrigation systems, pest control, animal control services, and miscellaneous grounds support services.

Offerors are advised to read all requirements contained within the enclosed RFP and respond only to requirements contained therein. This solicitation is being competed amongst 8(a) firms. JSC intends to pursue a Section 8(a) set-aside contract in accordance with Federal Acquisition Regulation 19.8, Contracting with the Small Business Administration (The 8(a) Program). The NAICS Code and Size Standard are 561730 and \$6.5M, respectively. This effort was initially procured under the current Center Operations Support Services (COSS) contract NAS9-01056.

The following information should be considered when preparing proposals:

**Contract Structure**

This acquisition will be a competitive fixed-price contract with an Indefinite Delivery/Indefinite Quantity (IDIQ) feature for additional requirements within the general scope of the Statement of Work. The contract will be written for a 2-year base, a 2-year option, and a 1-year option, for total of 5 years.

The anticipated period of performance is December 18, 2007, through December 17, 2009. This period of performance does not include a 1-month phase-in period which would begin November 18, 2007.

This solicitation package consists of the following:

Section A	Form SF33 (Solicitation, Offer, and Award) and Table of Contents
Section B	Supplies or Services and Prices/Costs
Section C	Description/Specs/Work Statement
Section D	Packaging and Marking
Section E	Inspection and Acceptance
Section F	Deliveries or Performance
Section G	Contract Administration Data
Section H	Special Contract Requirements
Section I	Contract Clauses

Section J	List of Attachments
Section K	Representations, Certifications, and Other Statements of Offerors
Section L	Instructions, Conditions, and Notices to Offerors
Section M	Evaluation Factors for Award

Upon selection of a successful offeror, Sections A through J (with Section K incorporated by reference) will comprise the official contract.

#### **Proposal Submission**

The time for receipt of all proposals can be found in Section L, Table L-1. (NOTE: After 2:30 PM local time, JSC Security cannot screen incoming packages until the following business day. Please plan accordingly in order to ensure your proposal is received in a timely manner.)

Proposals shall be submitted in accordance with the instructions provided in Section L.

Proposals submitted in response to this solicitation shall include the Offeror's name and complete address, including street, city, county, state, and zip code. In addition, include telephone and fax numbers and an e-mail address where the person responsible for the proposal can be contacted.

Proposals that arrive after the prescribed time for receipt of proposals will be considered late and treated in accordance with FAR 52.215-1, "Instructions to Offerors – Competitive Acquisition."

#### **Communications**

Effective immediately, all offerors are requested to direct any future communications regarding this procurement in writing to the Contracting Officer. The Contracting Officer will remain the official point of contact until the completion of the acquisition process.

#### **Questions Related to the RFP**

All questions and comments related to the enclosed RFP shall be submitted in writing via e-mail to [JSC-Grounds-Maintenance-Proc@mail.nasa.gov](mailto:JSC-Grounds-Maintenance-Proc@mail.nasa.gov). Please title the e-mail note "Questions/Comments – RFP" in the subject block and make sure to include in the note a name and a daytime phone number of the person submitting questions or comments.

**Offerors shall submit all questions/comments no later than 5 business days after issuance of this document to allow for timely consideration.**

The Contracting Officer will issue written answers to questions received by this date. Questions received after this date may be considered, but may not be answered.

#### **Amendments to the RFP**

Amendments may be posted to the RFP. It is the responsibility of each potential offeror to monitor the Grounds Maintenance Services Contract web site (<http://procurement.jsc.nasa.gov/COSS/gms/default.asp>) for updates and postings.



Cody Corley  
Contracting Officer

Enclosure